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Vital Records

MEMORANDUM FOR: ARCHIVIST OF THE UNITED STATES
National Archives and Record Service

FROM: Executive

SUBJECT: Protection of Indispensable Operating Records for Emergency Use

1. The Central Intelligence Agency has reviewed the letter dated October 31, 1950 from Mr. Jess Larson, Administrator, GSA, regarding the Protection of Indispensable Operating Records for Emergency Use.

2. We are in full agreement with the principles and objectives that are presented in Mr. Larson's letter. We appreciate, too, the Outline of Minimum Standards which the National Archives and Records Service has prepared as a guide for establishing an Agency's Documentary Protection Program.

3. CIA has already taken precautionary steps to protect its vital records. Because the material which constitutes this Agency's essential records is highly sensitive, it is not advisable to present a detailed summary of the action taken. Instead, the CIA Vital Records Officer, [redacted], has been instructed to contact [redacted] for the purpose of exchanging ideas on document protection.

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4. This Agency is aware of the importance to the national security of safeguarding vital operating records. We desire to cooperate in every way possible to strengthen the Government-wide program.

DRAFT

MURRAY McCONNELL

This memo. was fwd ADD/OCD on 17 Nov for sig. Sig'd & dispatched.

CC: Central Records

STAT [redacted] OCD/Ly

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